



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
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Subchapter:	2	Services	
Issuance:	300	Applying for a Social Security Card for a Child in Care	

Purpose:

This issuance establishes policies and procedures for Workers when applying for initial, replacement, or corrected Social Security cards on behalf of children in CP&P custody.

Authority:

- NA

Policy:

A) Filing for Social Security Cards

Workers applying for initial, corrected or replacement social security cards on behalf of child(ren) in CP&P custody shall appear in person at the Social Security Administration Office which services the DCF field Office responsible for the child. Filing for a Social Security card by mail is not permitted due to the sensitive nature of the request.

Procedures:

A) Applying for an Initial Original Social Security Card

When applying for an initial Social Security card, (i.e. the child has never been issued a Social Security number) the following information is required:

- Application for a Social Security Card, SS-5
- Custody papers establishing DCF's responsibility for the child
- Documentation of the DCF staff member's authority to represent DCF
- Evidence of the DCF staff member's own identity

- Evidence of the child's age
- Evidence of the child's citizenship or alien status
- Evidence of the child's identity
- Information based on an in-person interview with child, if age 12 or older

See Section D for specific requirements of each information type mentioned above.

B) Applying For a Replacement Social Security Card

When applying for a replacement Social Security card with no need for a correction to be made, the following information is required:

- Application for a Social Security Card, SS-5
- Custody papers establishing DCF's responsibility for the child
- Documentation of the DCF staff member's authority to represent DCF
- Evidence of the DCF staff member's identity
- Evidence of the child's identity

See Section D for specific requirements of each information type mentioned above.

C) Applying For a Corrected Social Security Card

When applying for a corrected Social Security card (i.e., the child has a current change of name or the child was previously issued a number in an incorrect name or with an incorrect date of birth), the following information is required:

- Application for a Social Security Card, SS-5
- Custody papers establishing DCF's responsibility for the child
- Documentation of the DCF staff member's authority to represent DCF
- Evidence of the DCF staff member's identity
- Evidence of the child's identity
- Evidence documenting the correction to be made

See Section D for specific requirements of each information type mentioned above.

D) Specific Requirements

This section provides specific requirements regarding the required information listed in Section A, B and C above.

1. Application for a Social Security Card, SS-5

The assigned Worker follows the instructions for completion of this form as part of the SS-5. The Worker includes other names that the child may have used to ensure that the child is issued the appropriate Social Security number.

2. Custody papers establishing DCF's responsibility for the child

The assigned Worker provides the original custody papers establishing DCF's legal authority to act on behalf of the child. These papers will be returned at the conclusion of the office visit.

3. Documentation of the DCF staff member's authority to represent DCF

The assigned Worker provides a letter signed by the State Administrator stating the named employee has the authority to file for the child(ren); or their employee ID that shows the proper applicant is an employee of DCF that has custody of this child(ren).

4. Evidence of the DCF staff member's own identity

The assigned Worker provides documentation establishing his or her own identity. The staff member may present his/her unexpired drivers license or U.S. passport as identification; photocopies of these documents are not acceptable. If the staff member does not possess either of these documents, the assigned Worker may present an original DCF employee ID.

5. Evidence of the child's age

If a U.S. birth certificate is not available (or applicable), the assigned Worker presents any available birth documentation (original documents) during the office visit.

6. Evidence of the child's citizenship or alien status

If a U.S. birth certificate is not available (or applicable), the assigned Worker presents any available citizenship or alien status documentation (original documents) during the office visit.

7. Evidence of the child's identity

The assigned Worker provides an original document with the child's name to establish the child's identity. If readily available within 10 days, the following documents must be submitted:

- For children through age 5, an unexpired U.S Passport
- For children age 6 through age 17, an unexpired driver's license, DMV-issued non-drivers identity card or U.S. Passport

If one of the above documents is unavailable, one of the following documents may be presented:

- Medical record showing the child's name and date of birth
- Current school identity card showing the child's name date of birth
- Current child care, preschool, school record or report card showing the child's name and child's date of birthdate, age and parents' names
- Current health insurance card showing the child's name and date of birth
- Religious record showing the child's date of birth, age and parents' names
- Final adoption decree if the adoption occurred within the past year
- U.S. military identification card issued dependents

If one of the above documents is not available, the assigned Worker presents any available documents establishing the child's identity (original documents) during the office visit.

8. Information based on an in-person interview with child, if age 12 or older

To issue an original card to a child age 12 or older, SSA is required to conduct an in-person interview with the child. The assigned Worker ensures that the child accompanies him/her to the SSA office to participate in the interview.

- The purpose of the interview is to assist SSA in locating a prior number which may have been issued to the child and to ascertain why a Social Security number had not been issued previously.

9. Evidence documenting the correction to be made to the card

If a corrections needs to be made to the Social Security card, the assigned Worker provides the SSA staff member with original legal documents establishing the appropriate correction is required.

- Usually, a birth certificate, an amended birth certificate and/or an adoption record constitutes appropriate documentation. The document(s) must contain sufficient biographical information about child (or a photographed physical description) to establish both the former and new information.